



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

August 3, 2016

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday August 3, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report
2. CHP Report
3. Supervisor Mary Piepho, District III Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

**These meetings are held Quarterly

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for July 20, 2016
2. Approval of DRAFT minutes of regular meeting for July 20, 2016
3. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Approve the issuance of a contract with Luhdorff and Scalmanini Consulting Engineers in the amount of \$60,000 for general engineering services related to water planning and operations for the period of August 1, 2016 through July 30, 2017.
2. Accept the report regarding the installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.
3. Adopt Resolution No. 2016-14 approving revisions to the Employee Personnel Manual related to employee evaluations and merit increases.

G. MANAGER'S REPORT – Discussion and Possible Action

1. Recreation Program Update 2016

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESENTATIONS

J. PRESIDENT REPORT AND DIRECTORS' COMMENTS

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

1. Recognition from Special District Leadership Foundation for District of Distinction Recertification.
2. Update on the County Environmental Health work related to the Blue-Green Algae.

L. DISTRICT LEGAL COUNSEL REPORT

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Letter from Contra Costa County Board of Supervisors, County Supervisor Piepho regarding the 2016 Aquatic Weed Treatment Program.

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of August 17, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- F. BUSINESS AND ACTION ITEMS
 - F-3 Adopt Resolution No. 2016-14 approving revisions to the Employee Personnel Manual related to employee evaluations and merit increases—Provided prior to the meeting
- H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I. PRESENTATIONS
- J. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- K. GENERAL MANAGER'S REPORT – Discussion and Possible Action
 - K-2 Update on the County Environmental Health work related to the Blue-Green Algae Oral report presented at the meeting
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday, July 20, 2016

SPECIAL MEETING 6:30 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

SPECIAL MEETING AT 6:30 P.M.

A. ROLL CALL

1. Call business meeting to order 6:30 p.m. – by President Pease
2. Roll Call – All present with the exception of Director Steele
3. Director Steele – Arrived at 6:31 p.m.

B. PUBLIC COMMENT

None

C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item D-1.

D. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
Two potential Cases

E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from closed session and there is no reportable action.

F. ADJOURNMENT

1. The meeting adjourned at 7:00 p.m. to the Regular Meeting on July 20, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-21-16

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday July 20, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Steele
3. Roll Call – All present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report
Chief Henderson – Provided an East Contra Costa Fire Protection District update regarding the call volume for the month of June. Chief Henderson highlighted “Day in the Call of the District”, which was on June 25th 3:28 p.m. The District had dispatched a structure fire, arrival 2 minutes after dispatched; there was a medical emergency at the location. This dispatched fire had called out all 3 district engines, plus 2 additional engines from Contra Costa Fire, there was one firefighter injured and transported to Sutter Delta along with one of the residents. This incident took over 8 hours leaving the rest of the district uncovered. The major incident reports have been handed out and the fire district is informing the board and public that the fire district is trying to protect the area. July 2 a fourth station in Knightsen has been opened.

D. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for July 6, 2016
2. Approval of DRAFT minutes of regular meeting for July 6, 2016
3. Approval of DRAFT minutes of special meeting for July 12, 2016
4. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of June 2016

Project Manager Berney Sadler – Provided the details of the June 2016 Monthly Operations Report and all reports have been submitted on time.

F. BUSINESS AND ACTION ITEMS

1. Open the public hearing on Resolution 2016-10 - rate increase and rate adoption subject to Prop 218, accept any public comments, close the public hearing and consider adopting Resolution No. 2016-10.
Interim General Manager Kutsuris – Provided the details of the Prop 218 rate increase and rate adoption.

Public Comment Speakers - 1. Regarding the rate increase and the reasons for the increase; 2. Regarding the new home construction; 3. Regarding the use of the water and with the drought the need to use less water; 4. Regarding the wastewater rates for commercial users; 5. Regarding the meter rates, "Newly Meter Customers" meter install fee and the connection charge for new development; and whether the District spends water and wastewater on landscaping.

Interim General Manager Kutsuris – Provided the details regarding the need for the rate increase, explained that new homes pay connection fees in addition to the rates. A single family home – capacity fee charges are \$12,030. for wastewater and \$4,805 for water. The District received roughly \$587,000 for capacity fees for wastewater last year and close to that for water. The District segregates water revenue and wastewater revenue, and receives separate revenues for landscaping. The main driver for the wastewater rate increase is the 7.4 million project; the primary drivers for water increases are to set aside funds for our aging infrastructure and to build Well No. 8. This year, the District paid over \$450,000 in emergency water repair, indicating the need to set aside funds for preventative maintenance.

Bartle Wells Alison Lechowicz – Provided the details regarding the wastewater rates for commercial use. Restaurants have a higher strength chemicals that flow into the sewer system – therefore each gallon of sewer flow from a restaurant is roughly 3 times expensive to treat and dispose. Across the State of California it is standard that the wastewater rate is 2 to 3 times more expensive.

Interim General Manager – Has a change to the recommended action that eliminates the \$9.00 "Newly Metered Customers" meter install fee. The \$9.00 charge is based on the assumption of a 10 year pay-back period. A decision on the pay-back period should be held until final costs for the project will be known in September.

Motion by: Director Simon to adopt the Resolution 2016-10 - rate increase and rate adoption subject to Prop 218 amended with the change that eliminates the \$9.00 "Newly Metered Customers" meter install fee.

Second by: Vice-President Leete

Vote: Motion Carried – AYES: 5, NOES: 0

2. Open the public hearing on Resolution No. 2016-11 - Ravenswood Zone 9 Assessment Report FY 2016-17 - County Tax Roll, accept any public comments, close the public hearing and consider adopting Resolution No. 2016-11, which allows for a 3.1% assessment increase.

Motion by: Director Graves to adopt Resolution 2016-11 confirming the Engineers Report and ordering the Levy and Collection of Charges for the Annual Assessments for Ravenswood Improvement District Assessments within the Town of Discovery Bay Community Services District for the Fiscal Year 2016-2017; continue Collection of Assessments on County Tax Roll for Ravenswood Landscape, Park, Lighting and Open Space Improvements District.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

3. Consider approval of Resolution No. 2016-12 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2016/17.

Interim General Manager Kutsuris – Provided the details of the Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2016/17 which is based on the information that comes from the State.

Motion by: Vice-President Leete to adopt Resolution No. 2016-12, establishing the Discovery Bay Lighting and Landscape Zone #8 2016/17 Appropriation Limit

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

4. Consider approval of Board Member attendance to the Conference of the California Special District Association (CSDA) in San Diego, October 10th through 13th.

Interim General Manager Kutsuris – Provided the details of the CSDA Conference; there are very high quality training opportunities for Board Members.

There was one public commenter regarding the CSDA Conference.

Motion by: Vice-President Leete to authorize Members of the Board of Directors attendance at the Annual California Special District Association (CSDA) Conference located in San Diego, October 10th through the 13th.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

5. Consider approval of Proposal #56712, Submitted by Commercial Tree Service on 5/26/2016. Pruning 200 Palm trees in Zone 8 for the total sum of \$22,925.00 and authorize the General Manager to sign the contract.

Interim General Manager Kutsuris – Provided the details regarding the pruning of the 200 Palm trees and the job will be more cost effective by taking care of it in one lump sum.

There was one public commenter regarding the pruning of the palm trees. The question was relayed to the Parks and Landscape Manager.

Motion by: Vice-President Leete to approve of Proposal #56712, Submitted by Commercial Tree Service on 5/26/2016. Pruning 200 Palm trees in Zone 8 for the total sum of \$22,925.00 and authorize the General Manager to sign a contract.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

6. Accept recommendation from Finance Committee regarding the financing of the Effluent Filtration Project, the Water Meter Project, and the Proposed Well 8.

Interim General Manager Kutsuris – Provided the details of the financing of the Effluent Filtration Project, the Water Meter Project, and the Proposed Well 8 regarding the bond funding for the projects. The finance committee met and recommends:

1. The District proceed with bond funding on the 7.4 million Effluent Filtration Project with an RFP to be issued in August 2016 or funding through the State Infrastructure Bank Loan Program.
2. Water Meter Project 3 million – estimated cost of 3 million originally proposed to be funded within the bond program. The cost of the project can be paid back over a relatively short period of time; the finance committee does not believe that including this cost within the bond offering is prudent. The cost of the meter may be charged at the outset or charged over 12 month or 24 month period. The RFP process will be in August and staff will bring this item back in September with actual costs – at which time the Board can determine the appropriate payment options.
3. There are sufficient funds to plan and build the Proposed Well 8 and this cost does not need to be included in the bond offering. The finance committee considered that the plan for Well 8 was originally in the CIP at the end of the time horizon; due to recent Well readings, the District Water Engineers believe the well should be installed sooner. The construction of the well coincides with the repayment of the water meters providing access to funding.

There were two public comment speakers regarding Well 8 and the rate increase. The well will be paid for out of a combination of the rate increase and the water reserves.

Motion by: Vice-President Leete to accept the report and recommendations from the Finance Committee and the District should obtain bond financing or access the State Infrastructure Bank Loan Program for the Effluent Filtration project, and utilize district funds or reserves for the Water Meter Project as well as for proposed Well 8.

Second by: Director Simon

Vote: Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

H. PRESENTATIONS

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

J. MANAGER'S REPORTS – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

None

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

President Pease - Parks and Recreation Meeting discussed the swimming pool, the safety and going to alternate the schedule. Also, the Discovery Bay entrance sign coordinate with the Discovery Bay Chamber of Commerce and bring back to a future meeting.

N. CORRESPONDENCE – Discussion and Possible Action

1. Received – Discovery Bay P-6 Zone Citizen Advisory Committee meeting minutes 04-12-2016
2. Received – Contra Costa County Aviation Committee meeting minutes 04-14-2016
3. Received – Contra Costa County Aviation Committee meeting minutes 05-12-2016
4. Received – East Contra Costa Fire Protection District meeting minutes 06-06-2016
5. Received – East Contra Costa Fire Protection District meeting minutes 06-20-2016
6. Received – Letter regarding Tennis – 06-17-2016
7. Received – Letter regarding Tennis – 07-08-2016
8. Received – Letter regarding Tennis – 07-10-2016

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. Fire Protection – Director Graves invited the public commenter to discuss the subject of the Fire Protection.

Q. ADJOURNMENT

1. The meeting adjourned at 8:00 p.m. to the next Regular meeting of August 3, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 07-26-16

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DRAFT



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 03, 2016

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 261,581.78

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: E-3

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On August 03, 2016
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Discovery Bay Disposal	17-0001966/063016	Com 2 Yd Bin (Z57,Z61)	06/30/16	\$125.00
Tee Janitorial & Maintenance	8387	Janitorial Service July 2016 (Z57,Z61)	07/21/16	\$80.00
			Contra Costa County	
			Sub-Total	\$205.00
Water				
Aflac	288503	Supplemental Insurance July 2016	07/25/16	\$311.72
Alhambra	13710019 070816	Bottle Water Service	07/08/16	\$13.99
Badger Meter	80007289	Beacon Cellular Data June 2016	06/30/16	\$2,223.22
Bay Area News Group	2005834/975735	Classified Advertising, Budgets	06/30/16	\$20.52
Big Dog Computer	BDC33235	Safety Training Station Equipment	07/25/16	\$651.24
Bill Brandt Ford	150122	Vehicle Repair & Maintenance V#110	07/12/16	\$19.16
Bill Brandt Ford	150227	Vehicle Repair & Maintenance V#105	07/20/16	\$73.10
Bill Pease	JULY 2016	Expense Report July 2016	07/27/16	\$230.00
Bob Murray & Associates	6737	Professional Services	05/16/16	\$1,886.60
Bob Murray & Associates	6806	Professional Services	07/15/16	\$2,789.14
Chris Steele	JULY 2016	Expense Report July 2016	07/27/16	\$230.00
Cintas	185562301	Uniforms	07/06/16	\$14.20
Cintas	185563185	Uniforms	07/13/16	\$14.20
County of Contra Costa Public Works Dept	919233	Encroachment Permit	07/11/16	\$593.16
County Of Contra Costa, Dept of Info Tec	10413	Data Processing Charges June 2016	07/15/16	\$9.70
Dina Breitstein	JULY 2016	Expense Report July 2016	07/14/16	\$30.29
Frank Herzog	New Melones	Closed Account, Refund Overpayment	07/18/16	\$51.28
Freedom Mailing Service, Inc	29338	Water Bill Processing June 2016	07/12/16	\$1,049.07
J.W. Backhoe & Construction, Inc.	2596	Water Leak on South Point	06/22/16	\$4,530.28
J.W. Backhoe & Construction, Inc.	2598	Fire Hydrant Repair, Insurance Claim	06/22/16	\$4,768.36
J.W. Backhoe & Construction, Inc.	2606	Water Leak On Club House Dr	07/06/16	\$6,493.05
J.W. Backhoe & Construction, Inc.	2607	Water Leak On Newport Dr	07/06/16	\$5,002.70
J.W. Backhoe & Construction, Inc.	2608	Water Leak North Point	07/06/16	\$3,306.78
J.W. Backhoe & Construction, Inc.	2612	Paved Various Locations	07/06/16	\$4,910.50
Kleinfelder, Inc.	1113615	Vehicle Storage Facility	07/13/16	\$198.98
Koff & Associates	3241	Compensation Study	07/10/16	\$319.20
Luhdorff & Scalmanini	31981	General Engineering Services June 2016	06/26/16	\$7,572.25
McFadden Construction Inc.	4	WWTP#2 Equipment Cover	06/01/16	\$7,600.00
Mark Simon	JULY 2016	Expense Report July 2016	07/27/16	\$230.00
Office Depot	848336298001	Office Supplies	06/30/16	\$32.92
Office Depot	848336529001	Office Supplies	06/30/16	\$17.58
Office Depot	850481583001	Office Supplies	07/12/16	\$44.54
Office Team	46164998	Temporary Employee	07/07/16	\$530.99
Pacific Gas & Electric	1521433231-2/071316	Electric & Gas Bill 06/11/16-07/12/16	07/13/16	\$8,400.71
Pacific Gas & Electric	2943721807-5/071116	Electric & Gas Bill 06/09/16-07/10/16	07/11/16	\$37,126.89
ReliaStar Life Insurance Company	#JR52 457(B) 073116	457(b) 07/16/16-07/31/16	07/31/16	\$410.04
Ricoh USA, Inc	5043431957	Photocopier July 2016	07/18/16	\$104.48
Robert Leete	JULY 2016	Expense Report July 2016	07/27/16	\$230.00
SDRMA	20126	Ancillary Benefits Aug 2016	07/26/16	\$435.24
Shred-It USA-Concord	9411493766	Shredding Service 07/12/16	07/13/16	\$23.00
Some Gave All	JULY 2016	Expense Report July 2016	07/27/16	\$284.45
TASC	450775312003/816	IRS Sec 125 Health Savings Account	08/01/16	\$241.66
Tee Janitorial & Maintenance	8387	Janitorial Service July 2016	07/21/16	\$285.60
Univar	SJ756191	Chemicals Delivered 07/01/16	07/01/16	\$201.45
Univar	SJ756192	Chemicals Delivered 07/01/16	07/01/16	\$227.13
Univar	SJ758055	Chemicals Delivered 07/11/16	07/11/16	\$292.30
Univar	SJ758056	Chemicals Delivered 07/11/16	07/11/16	\$276.50
Upper Case Printing, Ink.	10902	Public Communications	07/18/16	\$42.57
			Water	
			Sub-Total	\$104,350.74
Wastewater				
Aflac	288503	Supplemental Insurance July 2016	07/25/16	\$467.58
Alhambra	13710019 070816	Bottle Water Service	07/08/16	\$21.00
Bay Area Air Quality Management District	3VE39	Annual Permit Renewal	07/11/16	\$11,358.00
Bay Area News Group	2005834/975735	Classified Advertising, Budgets	06/30/16	\$30.78
Big Dog Computer	BDC33235	Safety Training Station Equipment	07/25/16	\$976.85
Bill Brandt Ford	150122	Vehicle Repair & Maintenance V#110	07/12/16	\$28.73
Bill Pease	JULY 2016	Expense Report July 2016	07/27/16	\$345.00
Bob Murray & Associates	6737	Professional Services	05/16/16	\$2,829.89
Bob Murray & Associates	6806	Professional Services	07/15/16	\$4,183.71
Chris Steele	JULY 2016	Expense Report July 2016	07/27/16	\$345.00
County Of Contra Costa, Dept of Info Tec	10413	Data Processing Charges June 2016	07/15/16	\$14.55
Dina Breitstein	JULY 2016	Expense Report July 2016	07/14/16	\$45.45
Discovery Pest Control	185022	Pest Control WWTP#1	07/07/16	\$70.00
J.W. Backhoe & Construction, Inc.	2605	Adjust Valve Riser WWTP#2	07/06/16	\$779.95

Kleinfelder, Inc.	1113615	Vehicle Storage Facility	07/13/16	\$298.47
Koch & Koch, Inc	PUMP STATION G(2)	Pump Station G Retention	06/13/16	\$2,842.68
Koff & Associates	3241	Compensation Study	07/10/16	\$478.80
Mark Simon	Jul-16	Expense Report July 2016	07/27/16	\$345.00
McFadden Construction Inc.	4	WWTP#2 Equipment Cover	06/01/16	\$11,400.00
Office Depot	848336298001	Office Supplies	06/30/16	\$49.39
Office Depot	848336529001	Office Supplies	06/30/16	\$26.37
Office Depot	850481583001	Office Supplies	07/12/16	\$66.82
Office Team	46164998	Temporary Employee	07/07/16	\$796.49
Pacific Gas & Electric	1181942262-4/070816	Electric & Gas Bill 06/08/16-07/07/16	07/08/16	\$4,861.91
Pacific Gas & Electric	7312115758-7/071316	Electric & Gas Bill 06/10/16-07/11/16	07/13/16	\$37,638.45
ReliaStar Life Insurance Company	#JR52 457(B) 073116	457(b) 07/16/16-07/31/16	07/31/16	\$615.06
Ricoh USA, Inc	5043431957	Photocopier July 2016	07/18/16	\$156.72
Robert Leete	JULY 2016	Expense Report July 2016	07/27/16	\$349.77
SDRMA	20126	Ancillary Benefits Aug 2016	07/26/16	\$652.87
Shred-It USA-Concord	9411493766	Shredding Service 07/12/16	07/13/16	\$34.51
Some Gave All	JULY 2016	Expense Report July 2016	07/27/16	\$433.32
TASC	450775312003/816	IRS Sec 125 Health Savings Account	08/01/16	\$362.49
Tee Janitorial & Maintenance	8387	Janitorial Service July 2016	07/21/16	\$428.40
Upper Case Printing, Ink.	10902	Public Communications	07/18/16	\$63.86

Wastewater Sub-Total \$83,397.87

Community Center

Community Center Sub-Total \$0.00

Grand Total \$187,953.61

Request For Authorization To Pay Invoices (RFA)
For The Meeting On August 03, 2016
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 070816	Community Center-Bottle Water Service	07/08/16	\$87.78
Cintas	185562301	Uniforms	07/06/16	\$52.74
Cintas	185562301	Community Center-Mats	07/06/16	\$63.46
Cintas	185563185	Uniforms	07/13/16	\$52.74
Cintas	185563185	Community Center-Mats	07/13/16	\$63.46
Comcast	8155400350238372/716	Internet Service Aug 2016	07/22/16	\$56.77
Comcast	8155400350238372/716	Community Center-Internet Service Aug 2016	07/22/16	\$56.78
Commercial Tree Care	25676	Pines On Clipper Dr	07/11/16	\$2,880.00
Department of Justice	177738	Community Center-Pre Employment Screening	06/30/16	\$196.00
Discovery Bay Disposal	17-0001966/063016	Com 2 Yd Bin	06/30/16	\$125.53
Discovery Bay Disposal	17-0013218/063016	Community Center-Com 3 Yd Bin	06/30/16	\$419.77
Discovery Pest Control	184367	Community Center-Pest Control	06/09/16	\$175.00
East County Spartans	1	Community Center-Rental Refund	07/27/16	\$260.00
Karina Dugand	33	Community Center-Program Fees	06/30/16	\$1,081.50
Lincoln Equipment, Inc.	SI294046	Community Center-Pool Chemicals	06/24/16	\$177.51
Lincoln Equipment, Inc.	SI294997	Community Center-Pool Repair & Maintenance	06/29/16	\$10.51
Lincoln Equipment, Inc.	SI295198	Community Center-Pool Repair & Maintenance	07/06/16	\$82.57
Lincoln Equipment, Inc.	SI295758	Community Center-Pool Repair & Maintenance	07/13/16	\$15.70
Lincoln Equipment, Inc.	SI296304	Community Center-Pool Chemicals	07/19/16	\$40.90
Lucia Peters	3	Community Center-Program Fees	06/14/16	\$247.50
Lucia Peters	5	Community Center-Program Fees	07/20/16	\$622.50
Max Martial Arts, LLC	1072	Community Center-Program Fees	06/28/16	\$210.00
Office Depot	846816041001	Community Center-Office Supplies	06/22/16	\$85.25
Office Depot	846816315001	Community Center-Office Supplies	06/22/16	\$9.53
Office Depot	846816316001	Community Center-Office Supplies	06/22/16	\$29.72
Office Depot	849860375001	Office Supplies	07/11/16	\$185.42
Office Depot	849860376001	Office Supplies	07/11/16	\$14.09
Pacific Gas & Electric	0869258994-1/070816	Electric & Gas Bill 06/09/16-07/08/16	07/08/16	\$416.61
Pacific Gas & Electric	5702839598-6/071016	Community Center-Electric & Gas Bill 06/09/16-07/08/16	07/10/16	\$1,748.76
Pacific Gas & Electric	5939734421-5/071516	Electric & Gas Bill 06/16/16-07/15/16	07/15/16	\$7,689.30
Tee Janitorial & Maintenance	8387	Janitorial Service July 2016	07/21/16	\$720.00
Tee Janitorial & Maintenance	8387	Community Center-Janitorial Service July 2016	07/21/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 06/01/16-06/30/16	06/30/16	\$39.06
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 06/01/16-06/30/16	06/30/16	\$667.99
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 06/01/16-06/30/16	06/30/16	\$24.19
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 06/01/16-06/30/16	06/30/16	\$1,306.97
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 06/01/16-06/30/16	06/30/16	\$444.52
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 06/01/16-06/30/16	06/30/16	\$304.51
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 06/01/16-06/30/16	06/30/16	\$102.81
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 06/01/16-06/30/16	06/30/16	\$27.21
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 06/01/16-06/30/16	06/30/16	\$158.75
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 06/01/16-06/30/16	06/30/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 06/01/16-06/30/16	06/30/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 06/01/16-06/30/16	06/30/16	\$50.49
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 06/01/16-06/30/16	06/30/16	\$36.89
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 06/01/16-06/30/16	06/30/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 06/01/16-06/30/16	06/30/16	\$20.25
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 06/01/16-06/30/16	06/30/16	\$303.00
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 06/01/16-06/30/16	06/30/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 06/01/16-06/30/16	06/30/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 06/01/16-06/30/16	06/30/16	\$6.04
Town of Discovery Bay, CSD	472	Payroll Reimbursement June 2016	07/15/16	\$42,541.17
U.S. HealthWorks	2938178-CA	Community Center-Pre Employment Screening	06/24/16	\$25.00
U.S. HealthWorks	2951083-CA	Community Center-Pre Employment Screening	07/15/16	\$25.00
Univar	SJ398444	Community Center-Pool Chemicals	06/23/16	-\$160.00
Univar	SJ398933	Community Center-Pool Chemicals	07/15/16	-\$160.00
Univar	SJ756744	Community Center-Pool Chemicals	07/05/16	\$612.00
			Total	\$64,547.69

Request For Authorization To Pay Invoices (RFA)
For The Meeting On August 03, 2016
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big B Lumber	444728	Building Maintenance	07/14/16	\$139.39
Cintas	185562301	Uniforms	07/06/16	\$54.94
Cintas	185563185	Uniforms	07/13/16	\$54.94
Comcast	8155400350238372/716	Internet Service Aug 2016	07/22/16	\$56.80
Discovery Bay Disposal	17-0001966/063016	Com 2 Yd Bin	06/30/16	\$50.00
Office Depot	849860090001	Office Supplies	07/09/16	\$407.68
Pacific Gas & Electric	0403377952-3/070816	Electric & Gas Bill 06/08/16-07/07/16	07/08/16	\$131.56
Tee Janitorial & Maintenance	8387	Janitorial Service July 2016	07/21/16	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 06/01/16-06/30/16	06/30/16	\$136.07
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 06/01/16-06/30/16	06/30/16	\$1,692.53
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 06/01/16-06/30/16	06/30/16	\$212.28
Town of Discovery Bay, CSD	473	Payroll Reimbursement June 2016	7/15/2016	\$5,864.29
			Total	\$9,080.48



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 03, 2016

Prepared By: Virgil Koehne, Water & Wastewater Manager

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Professional Services Contract in the amount of \$60,000 with Luhdorff and Scalmanini for drinking water related engineering support.

Recommended Action

Authorize the Interim General Manager to sign a contract in the amount of \$60,000 on behalf of the District with Luhdorff and Scalmanini Consulting Engineers for general engineering services related to water planning and operations for the period of August 1, 2016 through July 30, 2016.

Executive Summary

When the District was first formed back in 1998, the County utilized Luhdorff and Scalmanini Consulting Engineers to handle the water related issues for Discovery Bay. Since that time, the Town has continued to call upon the expertise of this engineering firm to assist with planning studies, the development of the Capital Improvement Plan, and for design and planning services related to the well and water system and the groundwater basin.

The Town has issued individual contracts with Luhdorff and Scalmanini for projects such as the Urban Water Management Plan, but has utilized their services for a number of other general issues without the benefit of a contract.

This new General Services Agreement will allow assigned work to be covered under an existing contract.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: Yes

Prog/Fund # 20-7271. Category: Consulting Services

Previous Relevant Board Actions for This Item

Attachments:

AGENDA ITEM: F-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
August 3, 2016

Prepared By: Catherine Kutsuris, Interim General Manager
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Discovery Bay Boulevard Roadway Banners of the Fallen – honoring American Heroes

Recommended Action

Accept the report regarding the installation of the American Heroes Tribute Banners which honor U.S. Military Personnel that have given their lives in the war on terror in Iraq and Afghanistan, and their families, through remembrance.

Executive Summary

The American Heroes Tribute Banner project sponsored by the American Heroes Tribute organization creates roadway/street banners to pay tribute to U.S. Military personnel that have given their lives in the Iraq and Afghanistan wars.

Locally, the *Some Gave All – The Joey Graves Foundation*, is promoting the installation of twenty-six banners to be placed on Discovery Bay Boulevard between Highway 4 and Willow Lake Road. The banners are scheduled to be installed at the end of August and will be in our community through October 7th.

The installation and the removal of the banners involves additional contributions. The manpower for this project is being provided by Jim Humphrey of MCH Electric and the equipment is being provided by Steve Gould at Pape Material Handling.

The Banners will be a repeat of those placed in the same area in September 2011, 2012, 2013, 2014, 2015. It is an honor that these Banners which pay tribute to our U.S. Military Heroes will be in our Community for the sixth year.

These banners honor, preserve and celebrate the memory of these Heroes that have given their lives in the war on terror in Iraq and Afghanistan.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 3, 2016

Prepared By: Mac Kaiser, Recreation Programs Coordinator

Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Recreation Program Update

Recommended Action

Accept the report on the 2016 Recreation Season

Executive Summary

Aquatics:

Providing for a safe and properly managed aquatic program for the Town of Discovery Bay is and continues to be a top priority. Even though the Town operated on a reduced schedule due to a lack of qualified lifeguard personnel, staff was able to take the necessary steps to greatly improve and meet best practices in the area of safety and programming. This included maintaining consistent staffing levels during all hours of operation, regular and on-going training, and regular supervision by professional and certified personnel. Staff will be working diligently this coming off season to build upon our current successes in developing a well supervised, trained, and certified staff including the expansion of programs and activities for the 2017 season.

Summer Activities/Programs:

The 2016 Summer Recreation Program is coming to a conclusion. Approximately 521 individuals participated in a variety of programs and activities this summer that included swim lessons, tennis, Zumba, archery, and youth martial art camps.

With area children heading back to school August 1st, there will continue to be programs and activities available for area residents in August and September. A sampling of late summer classes includes;

- Kidz Love Soccer Camps
- Biddy Sports
- Youth & Adult Dance Programs
- Youth Tennis Classes & Camps
- Youth Martial Arts
- Safety Driver's Ed
- Boating Safely
- Zumba

Special Events:

Summers Friday Movies in the Park continued to be successful program in Discovery Bay this summer. Seven family movies were shown this year providing fun, family entertainment Friday evenings at the Community Center. Average attendance was between 50-75 individuals, with "Grease, the sing-a-long the most successful of the season.

Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

None

Attachments

None

AGENDA ITEM: G-1



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

August 3, 2016

Prepared By: Sue Heint
Submitted By: Catherine Kutsuris, Interim General Manager

Agenda Title

Recognition from Special District Leadership Foundation for District of Distinction Recertification

Recommended Action

Accept the report regarding the District's award of the "District of Distinction"

Executive Summary

The Town of Discovery Bay Community Service District (TODBCSD) was recently recognized as a California "District of Distinction" by the Special District Leadership Foundation (SDLF) for its sound fiscal management policies and practices in District operations. One of only 32 Special Districts to have achieved this recognition statewide, this is the second time the Town has received this biannual accreditation. The first certification was received in 2014. There are approximately 2,200 Special Districts statewide.

SDLF provides an independent audit review of the last three years of the District's operations to ensure prudent fiscal and operational practices. The committee members who review the audits are volunteers from the special District community, including District controllers, directors of finance and certified general managers.

In addition, the District's board of directors and executive staff must also show proof of educational training in public governance, as well as compliance with ethics, harassment prevention, and conflict of interest training.

The District's website must include posting of transparency requirements, including: election procedures and deadlines, posted board meeting schedules and agendas, current District budget, most recent financial audit, and a list of compensation of board members and staff (or a link to the State Controller's webpage containing the data).

The California Special District Association will formally recognize the Town of Discovery Bay as a District of Distinction at the October CSDA Annual Conference in San Diego and will also present the District Transparency Certificate of Excellence which the Town earned earlier this year at that time as well.

Fiscal Impact:

Amount Requested \$ None

Sufficient Budgeted Funds Available?: N/A (If no, see attached fiscal analysis)

Prog/Fund # **Category:**

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: K-1



County Supervisor Mary Nejedly Piepho, District III

CONTRA COSTA COUNTY BOARD OF SUPERVISORS, VICE CHAIR

Discovery Bay CSD

Received

JUL 25 2016

COMMITTEES

Delta Protection Commission, Chair

Delta Stewardship Council

Local Agency Formation Commission, Chair

Airport Committee, Chair

Transportation, Water & Infrastructure Committee, Chair

California Identification System Remote Access Network Board

City-County Relations Committee

Contra Costa County Fire Protection District

Contra Costa County Housing Authority

Dougherty Valley Oversight Committee

East Contra Costa County Habitat Conservancy

East Contra Costa Regional Fee & Finance Authority

East County Water Management Association

eBART Partnership Policy Advisory Committee

Finance Committee

Open Space/Parks & East Bay Regional Parks District Liaison Committee

State Route 4 Bypass Authority

TRANSPAN, East County Transportation Planning

Tri-Delta Transit

SERVING AS ALTERNATE

Association of Bay Area Governments

Contra Costa Transportation Authority Board of Commissioners

Family & Human Services Committee

Legislation Committee

Mental Health Commission

Sacramento-San Joaquin Delta Conservancy

July 13, 2016

Ms. Lynn Sadler
Deputy Director for Boating and Waterways
California Department of Parks and Recreation
One Capitol Mall, Suite 500
Sacramento, CA 95814

Dear Ms. Sadler,

I would like to first thank you and your department for the 2016 aquatic weed treatment program. Your presence on the Delta is noticed and the residents of Discovery Bay and Bethel Island are extremely grateful for your efforts.

I am hoping you will join me for a Joint Town Hall meeting for both the Discovery Bay and Bethel Island communities. It would be helpful for residents to understand the current progress and future treatment plan for the upcoming years.

I will have my office contact you to set up a time and location that works best for you.

If you have any questions, please feel free to contact me directly or my Deputy Chief of Staff, Lea Castleberry at (925) 252-4500.

Sincerely,

MARY NEJEDLY PIEPHO, Vice Chair
County Supervisor, District III

Thank you for your leadership and support!
An.

Cc: Honorable Steve Glazer, Senator District 7
Honorable Jim Frazier, Assemblymember District 11
President, Bill Peace, Town of Discovery Bay Community Services District
Chair, Pam Allen, Bethel Island Municipal Advisory Committee